



The table below lists the different roles used in Indigenous Health Data Reporting in the Health Data Portal, who is usually assigned these roles and the functions each of the roles can perform.

Role	Usually Assigned To	Data Portal Functions
Submission Uploader	health service staff responsible for reporting	<ul style="list-style-type: none"> <li>• Create and submit manual data assets</li> <li>• Update and submit direct load data assets</li> <li>• Amend data values based on AIHW/Health feedback</li> <li>• View historical data assets as required</li> <li>• Download a report detailing a history of all data validation flags and accompanying responses in a data asset</li> </ul>
Submission Reviewer	health service staff responsible for reporting	<ul style="list-style-type: none"> <li>• Review and update data assets (including forms) as required</li> <li>• Amend data values based on AIHW/Health feedback</li> <li>• Return data assets for amendment as/if required</li> <li>• Submit data assets for approval</li> <li>• View historical data assets as required</li> <li>• Download a report detailing a history of all data validation flags and accompanying responses in a data asset</li> </ul>
Submission Approver	health service CEOs or their representative	<ul style="list-style-type: none"> <li>• Review and update data assets (including forms)</li> <li>• Mark any internal conversations as done as required</li> <li>• Return data assets for amendment as/if required</li> <li>• Approve data assets for submission to the AIHW/Health</li> <li>• Download a report detailing a history of all data validation flags and accompanying responses in a data asset</li> </ul>
Submission Viewer	health service staff not involved in the data asset submission process Affiliate staff wishing to view data assets for health services	<ul style="list-style-type: none"> <li>• View <i>Processed</i> data assets in read only mode</li> <li>• Extract approved data files from data assets</li> </ul>
Data Receiver	The AIHW (nKPI and OSR) Health (HCP)	<ul style="list-style-type: none"> <li>• Review health service data assets</li> <li>• Return data assets to the health service that have been sent in error</li> <li>• Add comments to indicators with data issues, for actioning by health services</li> <li>• Mark data validation issue comments as done as needed</li> <li>• Exclude certain health service data from reports if required</li> <li>• Process data assets (and attached forms) as complete</li> </ul>
User Administrator	health service user(s) identified as responsible for the IHDR process in	<ul style="list-style-type: none"> <li>• Assign roles and folders to users within their health service</li> <li>• Nominate users within their health service to be</li> </ul>



Role	Usually Assigned To	Data Portal Functions
	the Data Portal	<p>given QLIK Interactive Reports access</p> <ul style="list-style-type: none"><li>• Perform functions associated with any other Data Portal roles they have</li><li>• Create user profiles within their health service for users from other services</li></ul>
Organisation Administrator	IHD Administrators Grant Managers	<ul style="list-style-type: none"><li>• Create organisation records in the Data Portal for new health services or health services that now need to report (IHD Administrators only)</li><li>• Update organisation records to ensure they are accurate (including addresses and the data items the organisation can report on)</li><li>• View user records within their organisations to track completeness of role allocations</li></ul>
Interactive Report Viewer	health services The AIHW IHD Administrators	<ul style="list-style-type: none"><li>• View interactive reports displaying nKPI data for your health service and how it compares to national targets and other similar health services (health service users only)</li><li>• View management reports that will (amongst other things) allow you to track the progress of health service's data assets through the data asset submission workflow (all other roles)</li></ul>
Published Report Viewer	health services	<ul style="list-style-type: none"><li>• View and download health service nKPI Summary reports published in the Health Data Portal by the Department of Health</li></ul>
Reporting Round Administrator	IHD Administrators	<ul style="list-style-type: none"><li>• Create and update reporting round records</li></ul>